



UNIVERSITÄT
HOHENHEIM

FACULTY OF AGRICULTURAL SCIENCES | FACULTY OF NATURAL SCIENCES |
FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES

General Examination Regulations for the Master's Programs

at the University of Hohenheim from 23 July 2024

On 10 July 2024, the University of Hohenheim Senate passed the following Regulations on the basis of § 32(3), § 36(1), and § 19(1) sentence 2 no. 9 of the State Higher Education Act (*Landeshochschulgesetz, LHG*) from 1 January 2005 (Law Gazette (*Gesetzesblatt, GBl.*) p. 1), last amended by Art. 1 of the Third Higher Education Amendment Act (*Drittes Hochschulrechtsänderungsgesetz*) from 01 April 2014 (GBl. p. 99), last amended by Art. 8 of the Act to Pass a Climate Protection and Climate Change Adaptation Act and to Include Climate Issues in Additional Legal Regulations (*Gesetz zum Erlass eines Klimaschutz- und Klimawandelanpassungsgesetz und zur Verankerung des Klimabelangs in weiteren Rechtsvorschriften*) from 07 February 2023 (GBl. p. 26).

The President approved the enactment of these Regulations on 23 July 2024 in accordance with § 32(3) sentence 1 LHG.

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1 GENERAL PROVISIONS

§ 1 Scope of application

- (1) ¹These General Master's Examination Regulations govern the general structure and the examination procedure for all consecutive Master's degree programs at the University of Hohenheim. ²They are supplemented by *specialized Master's examination regulations* that govern the subject-specific content and requirements of the examination procedure for the individual degree programs.
- (2) ¹If there are contradictions between the specialized and general regulations, these General Master's Examination Regulations take precedence over the individual *specialized Master's examination regulations*. ²Provisions of the *specialized Master's examination regulations* that contradict the provisions in these general Master's Examination Regulations are invalid.
- (3) ¹On the basis of the *specialized Master's examination regulations*, the faculties draw up a module catalog with the module descriptions and, if applicable, a curriculum for each degree program. ²The details of the module descriptions in accordance with § 7(9) are included in the annex "Module catalog excerpt" as amended and adopted by the Senate each semester as part of the respective *specialized Master's examination regulations*.

§ 2 Aim of the degree program, purpose of the Master's program

- (1) ¹Building on a first degree that qualifies graduates to enter a profession, the Master's degree program leads to an additional academic degree that qualifies graduates to enter a profession.
- (2) ¹In the consecutive Master's degree program, the academic qualifications acquired in the Bachelor's degree program are to be further deepened, broadened, extended or supplemented. ²The aim of the degree program is for graduates to be able to independently apply scientific knowledge and methods and evaluate their importance and scope for solving complex scientific and societal problems.
- (3) ¹By successfully completing the Master's program, graduates demonstrate that they possess the subject-specific and interdisciplinary knowledge and skills required according to the German Qualifications Framework for Higher Education Qualifications and that they have mastered the necessary methods.

§ 3 Academic degree

¹After successfully completing the Master's program, the academic degree "Master of Science" (abbreviated to M.Sc.) or "Master of Arts" (abbreviated to M.A.) is awarded. ²The degree to be awarded is determined by the *specialized Master's examination regulations*.

2 STUDIES

§ 4 Structure of the Master's program

- (1) ¹The *specialized Master's examination regulations* stipulate the structure of the degree programs.
- (2) ¹The following degree program structure is possible: Majors; compulsory, compulsory elective, elective, basic, profile, advanced, focus, or specialization modules or areas. ²The Master's thesis and external internships form separate modules.
- (3) ¹The *specialized Master's examination regulations* may include conditions for taking additional modules. ²Additional modules are not required for the successful completion of the Master's program and are not included in the overall grade for the Master's program. ³Successfully completed additional modules are shown on the transcript unless the student objects to the entry.

§ 5 Standard period of study

- (1) ¹The standard period of study is four semesters.

- (2) ¹The content, level, and requirements of the Master's degree program are designed in such a way that it can be completed in full within the standard period of study.

§ 6 Module selection, module allocation, and module exchange

- (1) ¹Registration for a module examination in accordance with § 23 constitutes binding registration for the associated module.
- (2) ¹When registering for the module examination, students are required to assign the module to a structure level as defined in § 4, depending on the structure of the program. ²The *specialized Master's examination regulations* may stipulate that the registration must also specify an individual structural level.
- (3) The *specialized Master's examination regulations* may stipulate that a study and examination plan must be drawn up or that there is an obligation or recommendation to participate in an advising session regarding the choice of modules.
- (4) The *specialized Master's examination regulations* stipulate whether and how often a subsequent change of module assignment as described in subsection 2 (module exchange) is possible. If it is possible to exchange modules, this is done by making a written declaration (e.g., in a letter or by email) to the Examinations Office. If a student exchanges a module, the modules that are no longer relevant to the degree are listed as additional modules with the corresponding details.

§ 7 Modularization, credit points (ECTS credits)

- (1) ¹The degree program has a modular structure. ²The individual modules comprise thematically complete and self-contained study units to which credit points are assigned. ³Modules convey an independent, precisely defined sub-competence in relation to the overall objectives of the degree program.
- (2) ¹Modules are offered during the semester or as blocks. ²Modules include one or more courses with related content that are chronologically coordinated.
- (3) ¹Module examinations are completed during the course of study and conclude the respective module. ²The overall assessment of the Master's program consists of all module examinations including the Master's thesis.
- (4) ¹The *specialized Master's examination regulations* may limit the number of ungraded module examinations.
- (5) ¹The workload required to complete modules is expressed in credit points (credits). ²The standards for allocating credit points correspond to the European Credit Transfer System (ECTS).
- (6) ¹One ECTS credit corresponds to a workload of approximately 30 hours. ²The credits include the time spent on attendance, preparation, and follow-up work, examination preparation and the examination workload, including the Master's thesis and any internships. ³The credits indicate the quantitative effort required to achieve the associated learning objectives. Credits are awarded if the requirements for awarding credits are met and the module examination has been graded with at least "pass" (4.0) for graded examinations or "pass" for ungraded examinations. ⁴The individual work is graded in accordance with § 35.
- (7) ¹To receive credits, a student must successfully complete the respective module. ²In order to successfully complete the Master's degree program, a total of at least 120 credits must be earned.
- (8) ¹In the course structure, the credits must be distributed over the standard period of study in such a way that 30 credits are typically allocated to one semester.
- (9) ¹The detailed module description is provided in the module catalog, which contains the following binding information in particular:
- Module name and assigned credits
 - Requirements for receiving the credits
 - Form, scope, duration, whether the examination can be repeated, and weighting of the module examination to be taken for successful completion of the module
 - Requirements for being admitted to the module examinations

- (10) ¹Changes to the information specified in subsection 9 are possible by 1 April for the summer semester and by 1 October for the winter semester. ²The University of Hohenheim's Senate decides on points under subsection 9 a) to d) in the module descriptions at the beginning of each semester. ³These module descriptions then become part of the *specialized Master's examination regulations*.
- (11) ¹All other details in the module descriptions can be changed by the faculties – if possible before the start of the lecture period – and these changes must be announced.
- (12) ¹For module examinations offered by the other faculties of the University of Hohenheim, the regulations of the faculty offering the module apply with regard to the form, composition, and duration of the module examination and the time of the examination. ²Sentence 1 applies accordingly to module examinations that are taken at other universities in the context of cooperation degree programs with the University of Hohenheim. ³This includes module examinations that are in the University of Hohenheim's degree program curriculum but are offered as course imports by another university.

§ 8 Language of instruction and examination

- (1) ¹The languages of instruction and examination are German and/or English. ²Further details are regulated in the *Specialized Master's Examination Regulations*.
- (2) ¹If a degree program is only offered in one language, individual modules in the elective area and in the compulsory elective, profile, specialization, focus, and concentration area may also be offered in whole or in part in the other language of instruction and examination. ²However, there must be a sufficient number of modules offered in the degree program's official language of instruction and examination for the program to be completed entirely in that language.
- (3) ¹The language of each module is stated in the module catalog.

§ 9 Final deadline

- (1) ¹The program is designed in such a way that students can complete the Master's degree by the end of the standard period of study of four semesters.
- (2) ¹Unless the *specialized Master's examination regulations* stipulate otherwise, anyone who has not completed the requirements for the Master's degree by the end of the last examination period of the seventh semester loses the right of admission to an examination unless the candidate is not responsible for missing the deadline.
- (3) ¹The decision on an extension of the deadline is made by the examination board at the request of the respective student.

§ 10 Periods of protection

- (1) ¹The protective periods in the Act on Protecting Mothers at Work, during Vocational Training, and during Studies ([Maternity Protection Act \(Mutterschutzgesetz\), MuSchG](#)) in the respectively valid version will be taken into consideration, and it will be ensured that the students can exercise their respective declaration and revocation rights. ²The maternity protection periods interrupt any time limit stated in these Examination Regulations.
- (2) ¹The same applies to requests for recognition of periods of parental leave according to [§ 15\(1-3\) of the Federal Act on Parental Allowance and Parental Leave \(Bundeselterngeld- und Elternzeitgesetz, BEEG\)](#) in the respectively valid version. ²Affected students must inform the Examinations Office in text form (e.g., in writing or by email) of the period for which parental leave is to be taken at least four weeks before the date from which parental leave is to commence, enclosing the necessary documentation. ³The Examinations Office must review whether the legal requirements are fulfilled that would require an employer to grant parental leave and will inform the student of the results of the review and, if applicable, the new examination times immediately. ⁴The time for working on a Master's thesis cannot be interrupted by parental leave. ⁵Instead, upon request the student is permitted to withdraw according to [§ 33\(3\)](#). ⁵The thesis is then considered not to have been attempted. ⁶After the end of the parental leave, the student receives a new topic for the Master's thesis.

- (3) ¹For students who can provide documentation that they care for children as described under [§ 25\(5\) of the Federal Student Financing Act \(BAföG\)](#) or relatives as described under [§ 7\(3\) of the Home Care Leave Act \(Pflegezeitgesetz\)](#), upon the student's request the examination board will determine the times for working on examinations and deadlines under consideration of the times the student must be absent for caring for these people and under consideration of the individual circumstances.
- (4) ¹Working for at least one year as an elected member of legally required committees or University or Student Services committees required by the statutes can be considered for up to one academic year when calculating the final deadline for the degree according to [§ 9](#); the decision on this is made by the President upon the suggestion of the responsible examination board. ²Sentence 1 of this subsection applies accordingly for work on student body committees.

3 MODULE EXAMINATIONS | COURSEWORK

§ 11 Module examinations

- (1) ¹The overall assessment of the Master's program consists of module examinations including the Master's thesis. ²Module examinations conclude the respective module. ³The module examinations are to be taken in the semester set down in the module catalog.
- (2) ¹The module examination must always relate to the competence goals of the module. ²The module examination should demonstrate that students have mastered the majority of the content and methods taught in the module and can apply the skills acquired.
- (3) ¹Module examinations usually consist of one element but may also comprise several elements.
- (4) ¹Module examinations can be carried out in the following forms:
 - a) written according to [§ 13](#)
 - b) oral according to [§ 16](#)
 - c) electronically according to [§ 17](#) or
 - d) in another way according to [§ 18](#)
- (5) ¹Module examinations can be repeated a limited or unlimited number of times.
- (6) ¹The module examinations are graded in accordance with [§ 35](#) or with "pass" or "fail."
- (7) ¹Details, in particular the composition of the module examinations, the examination form, the examination type, the examination format, whether it can be repeated, and the weighting as well as the planned time sequence, if applicable, are stated in the module catalog.

§ 12 Coursework

- ¹Coursework serves to monitor individual learning progress and usually takes place during the semester.
- ²Coursework may be a prerequisite for admission to module examinations in justified exceptional cases.
- ³Coursework may include mandatory attendance in accordance with [§ 27](#). ³Whether and which coursework is required for the successful completion of the module is specified in the module catalog excerpt; in particular the type, scope, and duration of the coursework are specified. ⁴If a student is absent for good cause, [§ 27](#) applies accordingly within the scope regulated in the module catalog excerpt.

§ 13 Written module examination formats

- (1) ¹Written module examination formats include in particular:
 - a) Written examinations (*Klausuren*) (according to § 14)
 - b) Written work such as seminar papers, term papers or essays, minutes, case studies (answering a question in the form of a written paper and/or presentation), reports (in accordance with § 15)
 - c) Master's thesis (according to §§ 30 ff.)²Additional permitted examination formats are regulated in the module catalog excerpt.
- (2) ¹Particularly in the case of written work (§ 26), students must assure that they have complied with the rules of good research practice and have written the work independently – in the case of group work, the assurance applies to the section marked accordingly; when submitting the work electronically, this assurance must be in electronic form (by means of an original signed scanned document that is integrated into the digital document) and when submitting printed copies, the assurance must be included as a hard copy. ²If generative AI is used, a separate declaration must state how it was used. ³Students must also declare that they used no other sources or aids than those given and that they marked the passages that were taken from other works word-for-word or paraphrased. ⁴In addition, they must declare that they agree to the electronic version being checked for plagiarism using plagiarism software and, if printed versions are submitted, that these are identical in content and wording to the electronic version submitted without exception. ⁵If a false declaration is submitted, the module examination is evaluated with "fail" (5.0). ⁶For other written examinations, the examiner may require students to submit an electronic version and the declarations in accordance with subsection 2 sentences 3 and 4.

§ 14 Written examinations (*Klausuren*)

- (1) ¹The duration of the written examinations is specified in the module catalog excerpt and should generally be at least 60 minutes and no longer than 120 minutes.
- (2) ¹The *specialized Master's examination regulations* may stipulate whether and to what extent written examinations with multiple-choice tasks are permitted. The module catalog excerpt contains further regulations on written examinations with multiple-choice tasks.
- (3) ¹Written examinations can be conducted with the help of software or computers (software- or computer-based examination).
 - a) ¹These examinations are similar to written examinations in which, for example, free-text or multiple-choice tasks must be completed, including matching tasks and cloze tasks. ²The answers are submitted electronically and, if possible, evaluated automatically. ³The contents of the examination must be drawn up by an examiner.
 - b) ¹Before the examination, the examiner must ensure that the electronic data can be clearly identified and permanently and unmistakably assigned to the respective individual student. ²Appropriate technical support must be provided to ensure that a software- or computer-based examination runs smoothly. ³The examination must be carried out in the presence of a technically competent person. ⁴Students must be able to work on all questions for the entire duration of the examination.

§ 15 Written work

- (1) ¹The more detailed provisions for written work will be announced by the examiner. ²The examiner is responsible for grading; students are to be given sufficient time to complete the work, and submission deadlines must be set.
- (2) ¹It is permitted for the students to submit only an electronic version using IT systems provided by the university. ²If the written work is submitted as a hard copy, the student must also submit an electronic version of the written work. ³Students must submit a declaration in accordance with § 13(2) when submitting their thesis.

§ 16 Oral module examination formats

- (1) ¹Oral module examination formats include in particular classic oral examinations, reports, talks, in-class presentations, and other oral work such as pitches, discussions, and participation in the courses.
²Additional permitted examination formats are regulated in the module catalog excerpt.
- (2) ¹The classic oral examination format is typically held as a discussion with one or more students and an examiner in the presence of an examination observer. ²For group examinations, the work of each individual must be able to be clearly delineated and graded.
- (3) ¹Oral module examination formats can be carried out as collaborative examinations (at least two examiners). ²For collaborative examinations, the grade is set by the examiners in a final discussion.
- (4) ¹The duration of classic oral examinations and other oral examination formats is set down in the module catalog excerpt.
- (5) ¹The main topics and results of the classic oral examinations are recorded in minutes.
- (6) ¹The results of the classic oral examinations are to be announced to the candidates following the oral module examination.
- (7) ¹Depending on the space in the room, university members may observe oral module examinations unless the person being examined objects. ¹Persons who are taking the same examination in the same examination period may be excluded from observing. ²However, the observers are not permitted to listen to the consultation about the grade or the announcement of the grade to the person being examined.
³The examiner decides who may observe.
- (8) ¹Oral module examinations may, with the consent of the person being examined, be conducted via video conference or other remote transmission (online examination). ²If an online examination cannot be carried out or had to be aborted due to technical issues, it can only be repeated online once. ³After this, a further examination attempt is to be carried out in an oral examination format on the university premises.

§ 17 Electronic module examinations

¹Electronic module examinations are characterized by the fact that their examination content cannot be completed without an electronic medium. ²Electronic module examinations include in particular programming, podcasts, and blog posts. ³Additional permitted examination formats are regulated in the module catalog excerpt.

§ 18 Other module examination formats

¹Other module examination formats are controlled module examinations that can be assessed according to comparable standards and are neither written, oral, nor electronic. ²In particular, they include graded internships and teaching samples. ³Additional permitted examination formats are regulated in the module catalog excerpt.

§ 18a Experimentation clause

¹In individual cases, particularly during projects, new examination formats may be tested with the consent of the persons to be examined. ²If the students' consent has not been obtained or the examination could not be successfully completed, the examination must be offered or repeated in one of the permitted formats in accordance with §§ 13–18.

4 ORGANIZATION AND ADMINISTRATION OF MODULE EXAMINATIONS

§ 19 Examination board

- (1) ¹Examination boards are formed for the Master's degree programs. ²An examination board may be responsible for one or more than one degree program.
- (2) ¹Each examination board consists of five scientific staff members primarily employed by the university, and three of these members must be employed as professors. ²The term of office is two years. ³Two student members also belong to the examination board and have an advisory vote. ⁴Their term of office is one year. The *specialized Master's examination regulations* may include additional regulations.
- (3) ¹The chairperson, their deputy, the other members of the examination board, and their deputies are elected and appointed by the responsible faculty or by cross-faculty committees. ²Further details are regulated in the *specialized Master's examination regulations*. ³Only professorial members may be appointed as the chairperson and deputy chairperson unless the *specialized Master's examination regulations* stipulate otherwise. ⁴Reappointment is permitted.
- (4) ¹The examination board is responsible for the examination-related tasks assigned by these Examination Regulations and the *specialized Master's examination regulations*. ²In particular, the examination board ensures that the provisions of these Examination Regulations are observed and makes decisions on examination matters. ³It decides on the recognition and crediting of coursework and examinations. ⁴It can make suggestions for reforming the examination regulations. ⁵The examination board members have the right to sit in on examinations. ⁶The chairperson carries out the examination board's daily business.
- (5) ¹The examination board decides by a simple majority vote; if there is a tie, the chairperson casts the deciding vote. ²The examination board has a quorum if at least two voting members including one professor are present in addition to the chairperson. ³Members may also join a meeting of the examination board via video conference.
- (6) ¹As a rule, the board meets at least once a calendar year, although ad hoc meetings may also be scheduled in addition to the regular meeting dates if there are cases that require a decision. ²Alternatively, in suitable cases, and in particular if the question to be answered can be answered with yes or no, the board can make a decision by circulation procedure, including electronically.
- (7) ¹The examination board may delegate the completion of individual tasks to the chairperson. ²In urgent matters that cannot wait until the examination board's next meeting, the chairperson makes a decision on behalf of the examination board. ³The reasons for the urgent decision and the way in which it was decided are to be reported to the members of the examination board at the latest during the next examination board meeting. The *specialized Master's examination regulations* may also provide for other dates for this notification.
- (8) ¹Meetings of the examination board are not open to the public. ²The members of the examination board and their deputies are obligated to respect the requirement to maintain confidentiality. ³If they are not public employees, the chairperson is to require them to maintain confidentiality.
- (9) ¹The Examinations Office will inform the person concerned in writing of any decisions made by the examination board that negatively affect them. ²Reasons must be given for these decisions and information about the students' legal rights must be included.
- (10) ¹The Examinations Office aids the examination board in fulfilling its tasks. ²A representative of the Examinations Office may attend the meetings as a guest.
- (11) ¹The Procedural Order for Committees and Commissions at the University of Hohenheim applies as amended.

§ 20 Degree program directors

- (1) ¹The responsible faculty or cross-faculty committees may appoint degree program directors.

- (2) ¹The degree program directors may be assigned tasks and rights by the *specialized Master's examination regulations*.
- (3) ¹If degree program directors make decisions against the student concerned, § 19(9) applies accordingly.

§ 21 Examiners and official observers

- (1) ¹Only the following groups of people are authorized to conduct module examinations:
 - Professors
 - University lecturers
 - Privatdozenten
 - Junior professors
 - Assistant lecturers (Lehrbeauftragte)
 - Heads of junior research groups
 - Tenure-track professors
 - Interim professors
 - Academic staff members to whom the authority to conduct examinations has been transferred in accordance with § 52 LHG
- (2) ¹Only those people who have a degree that is at least equivalent to the degree for which the examination is taking place may be appointed as official observers (Beisitzende) for the examination.
- (3) ¹The module examinations are the responsibility of the module supervisor and are usually carried out by the lecturers in the respective module. ²The examiner appoints the official observer(s). ³If the examiner is unable to do so for an important reason, the Dean of Studies appoints the examiner and the official observer(s). ⁴The names of the examiners are announced in the University of Hohenheim's online portal (HohCampus). ⁵In addition, all persons who fulfill the requirements of an examiner in accordance with subsection 1 may be called upon by the module supervisor to carry out the module examinations. ⁶In cases of doubt, the respective Dean of Studies decides.
- (4) ¹There is no legal right to be assigned a certain examiner.
- (5) ¹The examiners are required to carry out the module examination within the set time periods provided that they are not prevented from doing so by good reasons.

§ 22 Examination periods/dates and registration deadlines

- (1) ¹The examination dates are set either centrally by the Examinations Office or decentrally by the responsible examiners and announced in good time on the University of Hohenheim's online portal (HohCampus).
- (2) ¹Module examinations organized centrally by the Examinations Office in unblocked (semester-long) modules generally take place within examination periods. ²Each semester has two exam periods: The first takes place immediately following the lecture period, and the second is at the end of the lecture-free period or in the lecture-free Pentecost week. ³The examination periods are set and announced by the Examinations Office in coordination with the examination boards.
- (3) ¹Module examinations in block modules (usually these modules take place intensively for four weeks) are organized decentrally. ²They should take place immediately at the end of the respective block. ³The second examination date should generally take place during the examination periods, but must be offered within six months of the first examination date.
- (4) ¹Decentrally organized module examinations should generally also take place within the examination periods, but can also be scheduled outside the examination periods.
- (5) ¹The registration deadline for centrally organized module examinations is set by the Examinations Office in consultation with the examination boards, for decentrally organized module examinations the deadlines are set by the examiners. ²Students must inform themselves about the registration deadlines using HohCampus.
- (6) ¹In exceptional cases, in particular

- a) for module examinations in the final year of study, if missing the registration deadline would lead to an extension of the study period, or
- b) if the person to be examined is not responsible for missing the deadline, the examination board may extend the registration deadline individually at the student's request. ²The late examination registration is subject to a fee in the event of approval.

§ 23 Registering and cancelling registration

- (1) ¹Students must register for the module examinations using the University of Hohenheim's online portal (HohCampus) within the registration period according to § 22(5). ²To avoid undue hardship, the University of Hohenheim's Examinations Office may waive electronic registration and allow registration in text form (e.g., in writing or by email). ³After the deadline for cancelling examination registrations, the registration is binding.
- (2) ¹Once candidates have successfully registered on the online portal (HohCampus), they must create and save a confirmation of registration for future reference. ²If they are unable to generate a confirmation of registration, they can receive one from the Examinations Office on request.
- (3) ¹As a rule, students may withdraw from module examinations without giving reasons until seven calendar days before the examination date at the latest. ²For decentrally organized module examinations, the examiner may set a shorter deadline. ³The deadline is entered in the online portal (HohCampus). ⁴Registration for an examination can be cancelled using the online portal (HohCampus) or by notifying the Examinations Office in text form (e.g., in writing or by email). ⁵The date of cancellation on the online portal (HohCampus) or receipt of the declaration by the Examinations Office is decisive for determining whether the deadline for cancelling registration was met.

§ 24 Withdrawing, cheating, disturbing the examination procedures, complaints about problems, and problems with the examination procedure

- (1) ¹A module examination is evaluated with "fail" (5.0) if the person to be examined misses a binding examination date without a valid reason or if the person withdraws from the examination without a valid reason after having started the examination. ²The same applies if the student does not adhere to the time allotted for working on the module examination.
- (2) ¹If there are valid reasons for missing the examination date or for withdrawing in accordance with subsection 1, a request for withdrawal may be submitted. ²This request and the evidence for the valid reasons must be submitted immediately to the Examinations Office in text form (e.g., in writing or by email).
- (3) ¹If the student is unable to take an examination due to illness, a medical certificate and, in cases of doubt, a certificate from a doctor appointed by the Examinations Office must be submitted as proof. ²The medical certificate must be obtained without delay, typically no later than the day of the examination, and must contain the medical findings relevant to the inability to take an examination and information about the duration of the illness. ³The same applies in the event if an illness of a relative in need of care or a child who is cared for by the person being examined, provided the child has not reached the age of 12.
- (4) ¹The responsible examination board decides on whether to recognize the reasons and approve the withdrawal request. ²If the withdrawal is approved, that module examination is considered not to have been taken.
- (5) ¹If a student attempts to influence the result of their examination by cheating or by using unauthorized aids, the examination in question must be graded as "fail" (5.0) for graded examinations or "fail" for ungraded examinations. ²Cheating also includes copying content word-for-word without citing the source or marking it as a citation (plagiarism). ³The respective examiner or proctor will determine whether cheating has occurred and record the incident in the file. ⁴In order to determine whether

cheating has occurred, the examiner or the examination board may make use of appropriate software or other electronic aids.

- (6) ¹Students who disturb proper examination procedures can be excluded from continuing the coursework or module examination by the examiner or proctor; in this case, the affected coursework assignment or examination is evaluated with "fail" (5.0).
- (7) ¹In serious or repeated cases of cheating or disturbances, the responsible examination board can exclude the student from completing any more coursework or examinations in that degree program. ²In all other respects, § 62(3) sentence 1 no. 3 of the State Higher Education Act (LHG) applies.
- (8) ¹The person being examined must immediately – usually that means during the examination – complain about external disturbances and other interruptions in the examination process.

§ 25 Accommodations for student disadvantages

- (1) ¹The special needs of students with disabilities or chronic illnesses must be taken into account to ensure equal opportunities. ²If the student provides suitable proof, in particular a medical certificate, that they are unable to take module examinations or coursework in whole or in part under the intended conditions due to a chronic illness or disability, they will be granted reasonable accommodations for disadvantages on request in order to ensure equal opportunities. ³In particular, extensions of examination deadlines, extensions of periods to take a written examination, or permission to use appropriate aids may be considered as possible measures to accommodate disadvantages. ⁴The respective examination board decides on the request at the suggestion of the Examinations Office, if necessary in consultation with the Equal Opportunities Representative.
- (2) ¹In exceptional cases, accommodations for disadvantages may also be granted upon request to the examination board if an acute, temporary health impairment that affects the ability to take the examination (e.g., broken bone, tendonitis) is proven by submission of a medical certificate. ²In particular, extensions of writing time or interruptions to examinations may be considered as measures to accommodate these disadvantages.

§ 26 Admission to courses and module examinations

- (1) ¹In accordance with § 30(5) LHG, the number of students admitted to individual courses may be restricted. ²The module supervisor decides on the selection from among the students who have registered in good time by the set deadline and who fulfill the requirements for the course, provided that the waiting list cannot be reduced through other or additional courses. ³The selection is made on the basis of criteria to be defined in the respective module description. ⁴The progress of studies and other circumstances that may lead to undue hardship must be taken into account on an equal footing with the other criteria where appropriate. ⁵The result of the selection process will be announced to the students in good time.
- (2) ⁶To be admitted to module examinations, the following prerequisites must be fulfilled:
 - a) The student must be enrolled in the respective Master's program at the University of Hohenheim and must still have the right to be examined in this program
 - b) The student must not have failed the final attempt at the module examination in that module
 - c) The student must meet any admission requirements specified in the module catalog excerpt for admission to the module examination
 - d) The student must have properly registered according to § 23.
- (3) ¹If the requirements in subsection 2 a) to d) are fulfilled, students are deemed to have been admitted when they register for the module examination in accordance with § 23 in the online portal (HohCampus). ²Students may also be admitted to module examinations that can be repeated an unlimited number of times and to decentrally organized module examinations directly by the responsible module supervisor without registering in the online portal (HohCampus) if the requirements in subsection 2 a) to c) are met. ³Admission to the examination is also valid without written notification.

- (4) ¹Admission is to be denied if the requirements set down in subsection 2 are not fulfilled at the time of registration and will not be fulfilled by the deadline for cancelling registration (typically 7 days before the examination).
- (5) ¹The module supervisor reviews the admission requirements according to § 18(1) item e) at the latest immediately before the examination date. ²If proof is not provided within the specified time, admission to the module examination is revoked.
- (6) ¹Admission must be revoked if the requirements according to subsections 2 and 3 are not fulfilled at the time of the module examination.
- (7) ¹If the student takes the module examination without being admitted, the examination is invalid.

§ 27 Compulsory attendance

- (1) ¹Attendance may only be required for excursions, language courses, internships, practical exercises, seminars, or comparable courses if this is necessary to achieve the learning objective of the module in accordance with the description of the learning objective. ²Attendance cannot be compulsory for lectures.
- (2) ¹The modules for which attendance is compulsory are specified in the module catalog excerpt.
- (3) ¹The verification of attendance is the responsibility of the lecturer and must be documented.
- (4) ¹In order to fulfill the attendance requirement, students may not miss more than 15 percent of the course. ²If students miss more than 15 percent of the course for reasons for which they are not responsible, the credits may be awarded if the student submits a request (in writing or by email); awarding the credits is subject to a condition that enables the student to achieve the competence objectives in another way. ³The responsible module supervisor decides on the request as well as the type and content of the condition; the Examinations Office must be informed. ⁴The reason for the absence must be substantiated by the student, in the case of illness by submitting a medical certificate; the lecturer is responsible for providing evidence of the absence.

5 RECOGNITION AND CREDITING | MULTIPLE DEGREES

§ 28 Recognizing and crediting competences and crediting periods of study

- (1) ¹Coursework and examinations that were completed in another study program at the University of Hohenheim, at another state or state-recognized university within Germany, or in degree programs at foreign state or state-recognized universities will be recognized upon request insofar as competencies or degrees obtained are not significantly different to those which they are to replace. ¹For the recognition process, no significant difference is deemed to exist
 - for a compulsory module if the competencies obtained are in line with at least 75% of the learning and qualification objectives for the compulsory/basic module listed in the Hohenheim module catalog; if there is any doubt, the module supervisor can be consulted;
 - for a semi-elective, profile, focus, or specialization module if the competencies obtained are suitable for the selected level;
 - for an elective module if the competencies obtained correspond to the level of those in the respective Master's program.
- (2) ¹Whether periods of study are counted depends on the type and scope of the recognized work. ¹Typically, a semester can be counted if at least 30 credits have been recognized.
- (3) ¹Knowledge and skills acquired outside the higher education system are credited if
 - a) the requirements for university admission are met at the time of crediting,

- b) the knowledge, skills, and competences are equivalent in content and level to the work they are intended to replace. ³The work is equivalent if
 - i) it demonstrates the same or a higher level of knowledge, skills and competences as the degree program for which credits are requested according to the German Qualifications Framework (DQR) or the European Qualifications Framework (EQF);
 - ii) it essentially fulfills the learning and qualification objectives of the work that is to be replaced, and
 - iii) the content of the non-university qualification is comparable with the content of the work that is to be replaced.
- (4) ¹When determining equivalency, an overall review and evaluation is to be made. ²Knowledge and skills obtained outside of the university system may only be credited up to a maximum of 25 percent of the credits in a degree program. ³A subject-area placement test is permitted. ⁴The responsible examination board decides on the necessity and structure of the placement test.
- (5) ¹Recognition and crediting takes place upon request in text form (e.g., in writing or by email). ²The person submitting the request is responsible for providing the required information on the work that is to be recognized/credited. ³Recognition/crediting is only possible as long as the relevant work has not yet been completed in the degree program at the University of Hohenheim at the time the request is submitted.
- (6) ¹Recognition for coursework and examinations completed at another university or crediting for knowledge and skills previously obtained outside of the university system may only be requested at the same time as admission or directly after being admitted, at the latest within three months after the start of the semester for which admission is granted. ²If the Examinations Office does not receive the request together with the necessary documentation on time, the right to recognition/crediting is lost.
- (7) ¹The examination board is responsible for recognition and crediting. ²When determining whether there is a significant difference, the relevant subject representatives (e.g., module supervisors of related modules) may be consulted. ³The burden of proof that a request does not fulfill the requirements for recognition lies with the examination board.
- (8) ¹If coursework and examinations are recognized, the grades are to be included according to these Examination Regulations insofar as the grading systems are comparable and used for calculating the module grades and overall grade.
¹If the grading system does not match, the grades of the other university are usually converted according to conversion tables provided by the University of Hohenheim. ²If no conversion table is available for a grading system, the grades are calculated using the system referred to as the Bavarian formula

$$= 1 + 3 \frac{N_{\max} - N_d}{N_{\max} - N_{\min}}$$
 with x being the final conversion grade, the best achievable grade as N_{\max} , the lowest pass grade as N_{\min} , and the achieved grade as N_d . ⁴The *specialized Master's examination regulations* may stipulate deviating regulations for the conversion of grades. ⁵Grades are calculated according to § 35 to exactly one decimal place after the decimal point; all other decimal places are deleted without rounding.
- (9) ¹If a conversion cannot be made or if no grades are available, the note "passed" is included. ²For the recognized coursework and examinations, the credits of the Hohenheim coursework and examinations are used that the recognized coursework and examinations is replacing. ³These credits are included in calculating the overall grade according to the provisions of these Examination Regulations. ⁴Recognized coursework and examinations are marked in the transcript of records.
- (10) ¹The Federal Republic of Germany's agreements with other states on university equivalency (equivalency agreements) and any agreements in the context of university partnerships must be observed.
- (11) ¹If the *specialized Master's examination regulations* so determine, a maximum of three compulsory modules can be replaced by the corresponding number of elective modules if proof is given that the knowledge to be gained in terms of the content and scope of the compulsory modules that are to be replaced has been obtained in a previous degree program and this degree program was a requirement for admission. ²Approval is granted by the examination board upon the student's request.
- (12) ¹For the recognized coursework and examinations, the credits are used that the recognized coursework and examinations is replacing, and for compulsory modules, the module title of the Hohenheim module

that is to be replaced is used. ²For semi-elective, profile, advanced, specialization, focus, concentration, and elective modules, the module title of the coursework and examinations is adopted and the credits are included in the calculation of the overall assessment. ⁴Recognized coursework and examinations are marked in the transcript of records.

- (13) Recognition of the Master's thesis is generally not possible. Exceptions can be made for Master's theses that were not used for a degree. Recognition is granted in accordance with the criteria in subsection 1.

§ 29 Multiple degrees, degree programs with partner universities, and simplified recognition of coursework and examinations

- (1) ¹For multiple degree programs and degree programs with partner universities, the cooperation agreements between the University of Hohenheim and the foreign partner university apply in deviation from the provisions in these Examination Regulations in subsections 2 to 6.
- (2) ¹Students who are enrolled in one of the degree programs listed in the cooperation agreements spend part of their studies at the University of Hohenheim and part at one or more partner universities. ²Details are regulated in the *specialized Master's examination regulations*. ³Students must complete their coursework and examinations according to the examination regulations applicable at the respective university.
- (3) ¹For multiple degrees, the *specialized Master's examination regulations* state the number of credits that must be earned to obtain a degree at the University of Hohenheim and the partner university/universities.
- (4) ¹The coursework and examinations completed at the foreign university according to the valid cooperation agreement are completely recognized in Hohenheim.
- (5) ¹Organizational provisions from the cooperation agreements may be regulated in the *specialized Master's examination regulations*.
- (6) ¹The Master's transcript of records includes the credits earned at the partner university with the original designation.
- (7) ¹In addition to § 33(4), the cooperation agreements may contain provisions on languages in which the Master's thesis may be written.
- (8) ¹For similar agreements that include an integrated stay abroad and recognition of coursework and examinations up to 60 ECTS credits but do not enable students to obtain two degrees, subsections 7 to 9 on the simplified procedure for recognizing coursework and examinations apply.
- (9) ¹If the University of Hohenheim maintains an exchange program with a partner university, the individual evaluation according to § 28 can be waived for recognition.
- (10) ¹Recognition of module examinations completed abroad can also be requested before starting to study abroad after an advising session regarding these modules.
- (11) ¹The regulations stated in § 28(8) and (9) apply to the transfer of grades from individual external universities.

6 MASTER'S THESIS

§ 30 Master's thesis module

- (1) ¹The Master's thesis is intended to show that the students are able to work independently and with the help of supervision to complete a clearly defined task within a given period of time using scientific methods, to write up this research and, if applicable, to present it.
- (2) ¹The scope of the Master's thesis module is regulated in the *specialized Master's examination regulations*. ²It consists of the written Master's thesis and, if the *specialized Master's examination regulations* provide

for this, an oral presentation (defense) of the Master's thesis. ³The weighting of the oral defense in the overall grade of the Master's thesis is governed by the *specialized Master's examination regulations*.

§ 31 Supervisor

- (1) ¹The Master's thesis can only be supervised by examiners in accordance with § 21(1). ²As a rule, the supervisor should be a person who is primarily employed by the University of Hohenheim. ³The *specialized Master's examination regulations* may include additional provisions on the organizational unit in which the supervisor is employed.
- (2) ¹The Master's thesis can also be issued and supervised by a person who does not belong to the University of Hohenheim. ²In these cases, the topic must be chosen in agreement with an examiner according to § 21(1) who is primarily employed by the University of Hohenheim. ³In these cases, in accordance with § 34(3), the external examiner is the second examiner and the person employed by the University of Hohenheim is the first examiner. ⁴The *specialized Master's examination regulations* may set down exceptions to this provision.
- (3) ¹The *specialized Master's examination regulations* may set down additional provisions for programs with multiple degrees (double degree program / triple degree program) according to § 29.
- (4) ¹If students cannot find a supervisor for the Master's thesis on their own, upon request the examination board determines a supervisor and arranges for the topic to be assigned.

§ 32 Purpose and assignment of the Master's thesis

- (1) ¹Only those who have fulfilled the requirements in § 26 may be admitted to the Master's thesis. ²The *specialized Master's examination regulations* may include additional admission requirements.
- (2) ¹The topic of the Master's thesis is typically to be taken from one of the permitted subject areas. ²If the *specialized Master's examination regulations* do not define permitted subject areas, the topic must be related to the degree program. ³The students can express their topic preferences.
- (3) ¹The topic must not have already been assigned to the respective student at the University of Hohenheim or at another academic university as a Master's thesis or comparable work. ²Students must submit a declaration to this effect when the thesis topic is issued.
- (4) ¹If the supervisor agrees to supervise the thesis in accordance with § 31, the student registers for the Master's thesis at the Examinations Office. ²The supervisor must record the topic issued and the time it was issued and file this information with the Examinations Office.
- (5) ¹The *specialized Master's examination regulations* set down provisions on the possibility of returning the topic.
- (6) ¹The Master's thesis can also be permitted in the form of group work as long as the individual students' contributions that are to be assessed can be clearly defined and assessed based on sections, page numbers, or other objective criteria and as long as the requirements in § 32(1) are fulfilled for each individual student.

§ 33 Time for working on the Master's thesis

- (1) ¹The time for working on the Master's thesis is 3, 4, or 6 months and begins on the date the topic is issued in accordance with § 32(4). ²The exact duration of the time for working on the thesis is determined by the provisions of the *specialized Master's examination regulations*. ³The topic, the task, and the scope must be defined in such a way that the deadline for completion can be met. ⁴If the *specialized Master's examination regulations* so provide, the deadline for completing the Master's thesis can be extended by a period of time to be defined if it is already clear when the thesis is applied for that there will be interruptions due to the topic or process that the workload necessary for the thesis cannot be concentrated into the number of months that has been set for working on the thesis.
- (2) ¹In justified exceptional cases and at the student's request, the examination board may extend the time for working on the thesis by a maximum of 50 percent of the standard time permitted for good cause.

²Good cause may include in particular objective reasons, for example in the case of experimental work, or personal reasons, such as the student's illness. ³The student submitting the request must include documentation of the reasons for the delay and its duration. ⁴The request for an extension of the deadline must be submitted to the examination board immediately after the reason for the delay occurs, and a request can be submitted for objective reasons up to a maximum of two weeks before the deadline for submitting the thesis. ⁵The deadline cannot be extended further than what is stated in sentence 1. ⁶If the extension of the time for working on the Master's thesis means that the deadline for completing the degree program in accordance with § 9 is exceeded, this deadline is also deemed to be extended.

- (3) ¹If there are particularly important reasons, the examination board may also permit the student to withdraw from the thesis upon request.
- (4) ¹The Master's thesis must be written in German or English. ²The *specialized Master's examination regulations* may define exceptions and additional conditions for the language of the thesis. ³Upon the student's request, the responsible examination board may permit a student to write the thesis in another language with the approval of the supervisor(s) and examiner(s).
- (5) ¹The Master's thesis must be submitted in electronic form (in .pdf file format). ²In addition, the person being examined may agree with the examiners to submit printed copies of the thesis. ³The number of printed copies depends on the number of persons carrying out the examination. ⁴When registering the Master's thesis in accordance with § 32(4), it is determined whether the thesis should also be submitted in printed form.
- (6) ¹The electronic form must be submitted to the Examinations Office by 2 p.m. on the day of the submission deadline. ²The printed copies must be submitted to the Examinations Office on the same day (by midnight or date of the postmark) as the electronic form is submitted.
- (7) ¹When submitting, students must declare that they have followed the Principles of Good Scientific Practice and that they independently wrote their Master's thesis (for group work that they independently wrote the indicated section); this declaration can be made with a signed and scanned document included in electronic form in the digital document or in writing when submitting hard copies. ²If generative AI is used, a separate declaration must state how it was used. ³Students must also declare that they used no other sources or aids than those given and that they marked the passages that were taken from other works word-for-word or paraphrased. ⁴In addition, they must declare that they agree to the electronic version being checked for plagiarism using plagiarism software and, if printed versions are submitted, that these are identical in content and wording to the electronic version submitted without exception. ⁵If a false declaration is submitted, the Master's thesis is evaluated with the grade "fail" (5.0).
- (8) ¹The date of submission must be recorded by the Examinations Office. ²If the Master's thesis is not received by the deadline in the correct form, it is deemed to have been assessed as "fail" (5.0) unless the student is not responsible for the formal error or failure to meet the deadline.

§ 34 Examiner, grading, defense, and repetition

- (1) ¹The Master's thesis must be graded by two examiners unless the provisions of the *specialized Master's examination regulations* stipulate otherwise. ²The grading including the defense, if one is planned, should take place within a maximum of 8 weeks.
- (2) ¹The Master's thesis must be graded individually by the examiner(s) in accordance with § 35; the reasons for the grade must be given in writing.
- (3) ¹The first examiner for the Master's thesis is the supervisor in accordance with § 31 unless this person is prevented from doing so for an important reason. ²In this case, the examination board must appoint a replacement. ³If the *specialized Master's examination regulations* do not stipulate otherwise, an examiner who is not a member of the University of Hohenheim is the second examiner; the first examiner must belong to the University of Hohenheim.
- (4) ¹The second examiner must fulfill the requirements stated in § 21(1). ²The *specialized Master's examination regulations* may, however, stipulate that the second examiner may be a person who does

not meet the requirements of § 21(1) if they have sufficient subject-area qualifications to assess the Master's thesis. ³Further details can be set down in the *specialized Master's examination regulations*. ⁴The supervisor is responsible for appointing the other examiners.

- (5) ¹The *specialized Master's examination regulations* for the multiple degree programs (double degree / triple degree) may include supplementary regulations on grading.
- (6) ¹If only one examiner grades the Master's thesis as "fail" (5.0), but not both examiners, or if there is a difference of more than one whole grade between the assessments of the two examiners, the Master's thesis must be graded by another authorized examiner who is appointed by the examination board. ²If the *specialized Master's examination regulations* stipulate that only one examiner is to grade the Master's thesis and this person grades the thesis as "fail" (5.0), then the thesis must be graded by another authorized examiner who is appointed by the examination board. ³The grade for the Master's thesis is calculated in accordance with § 35(5) from all the individual grades available.
- (7) ¹If all examiners assess the Master's thesis as "fail" (5.0), the Master's thesis module is failed.
- (8) ¹If a defense of the Master's thesis is required, the following applies:
 - a) ¹The person being examined must defend the main theses, findings, and methods of the thesis to the examiners within three months of submitting the Master's thesis. ²If this deadline is not met, the thesis will be evaluated with the grade "fail" (5.0) unless the person being examined is not responsible for the reason the deadline was missed. The person being examined has a right to a defense date within the first three weeks after the thesis has been graded. ⁴The date for the defense shall be arranged by the examiners with the person to be examined.
 - b) ¹The defense lasts a minimum of 20 minutes and a maximum of 60 minutes. ²If there is more than one examiner, the grade is determined by mutual agreement. ³The result of the presentation is to be announced to the student immediately after the presentation.
 - c) ¹A defense does not take place if the written Master's thesis was evaluated with "fail" (5.0). ²A defense that is graded with "fail" (5.0) or is considered to have been graded with "fail" may be repeated once without needing to repeat the Master's thesis. ³The defense must be repeated within two months after the results have been announced.
- (9) ¹If the Master's thesis module has been graded as "fail" (5.0) or is considered to have been failed, the module can be repeated once with a new topic. ²It is not possible to repeat the thesis a second time.
- (10) ¹The Master's thesis module is passed in accordance with § 35 if the Master's thesis and, if applicable, the defense have been graded with at least "pass" (4.0).

7 GRADING

§ 35 Grading the module examinations

- (1) ¹Module examinations are created and graded by at least one examiner. ²The grading process should take no longer than six weeks. ³The results must be announced on the University of Hohenheim's online portal (HohCampus) at the latest on the 14th calendar day before the repeat examination. ⁴If the results are not announced by this deadline, then an additional examination date must be offered for the re-take examination that is at least 14 calendar days after the announcement of the examination results.
- (2) ¹For ungraded module examinations, the coursework and examinations are graded with "pass" or "fail" by the examiner. ²For ungraded module examinations that comprise one ungraded component and/or multiple ungraded components, the examination is only considered to have been passed if the components it comprises have been passed.
- (3) ¹Graded module examinations and coursework are assessed by the examiner(s) with one of the following individual grades:

Grade value (German system)	Grade in words	Grade (US system)	Definition
1.0 / 1.3	sehr gut very good	A / A -	excellent work

1.7 / 2.0 / 2.3	good good	B+ / B / B-	work that is considerably above the average requirements
2.7 / 3.0 / 3.3	befriedigend satisfactory	C+ / C / C-	work that corresponds to the average requirements
3.7 / 4.0	ausreichend pass	D + / D	work that fulfills the minimum requirements despite faults
5.0	nicht ausreichend fail	F	work that does not fulfill the minimum requirements due to serious faults

- (4) ¹If a module examination consists of a graded component and, if applicable, one or more ungraded components, the module grade corresponds to the grade of the graded component in accordance with subsection 3. ²In this case, the module examination is passed if the module grade is at least "pass" (4.0) and all ungraded components assigned to it have been graded with "pass."
- (5) ¹If a graded module examination comprises more than one graded components, with or without one or more ungraded components, the module grade is calculated as the weighted average of the grades from the graded components according to the module catalog. ²For this calculation, the weighting factors stated in the module catalog are used. ³The result is rounded to one decimal place. ⁴Results worse than 4.0 are always rounded down to 5.0 ("fail").

The module grade is then calculated using the following table:

Calculated Grade	Module Grade	
1.1 or better	1.0	"sehr gut" / "very good"
1.2 - 1.5	1.3	"sehr gut" / "very good"
1.6 - 1.8	1.7	"gut" / "good"
1.9 - 2.1	2.0	"gut" / "good"
2.2 - 2.5	2.3	"gut" / "good"
2.6 - 2.8	2.7	"befriedigend" / "satisfactory"
2.9 - 3.1	3.0	"befriedigend" / "satisfactory"
3.2 - 3.5	3.3	"befriedigend" / "satisfactory"
3.6 - 3.8	3.7	"ausreichend" / "pass"
3.9 - 4.0	4.0	"ausreichend" / "pass"
4.1 and lower	5.0	"nicht ausreichend" / "fail"

- (6) ¹If module examinations are graded separately by several examiners, the module grade is calculated as the arithmetic mean of all available grades.

§ 36 Passing / failing

- (1) ¹A module examination, coursework, or an examination is passed if it is graded with at least "pass" (4.0) for graded examinations or "pass" for ungraded examinations
- (2) ¹Module examinations and coursework are failed if they are not graded with at least "pass" (4.0) for graded examinations or "pass" for ungraded examinations
- (3) ¹A module examination has been failed at the final attempt if there are no further possibilities for repeating it.
- (4) ¹Modules are passed if the associated module examination and any required coursework have been completed and graded with at least "pass" (4.0) for graded examinations or "pass" for ungraded examinations ²If a module examination is passed, the credits assigned to the module according to the module catalog excerpt are awarded.

§ 37 Repeating

- (1) ¹Module examinations that have been passed cannot be repeated.
- (2) ¹The number of times module examinations can be repeated may be limited. ²The module catalog indicates whether a module examination can be repeated a limited or unlimited number of times.
- (3) ¹Module examinations that can be repeated a limited number of times and that have been graded with "fail" (5.0) for graded examinations or "fail" for ungraded examinations or that are deemed to have been failed may be repeated once, unless the provisions of the *specialized Master's examination regulations* stipulate otherwise.
- (4) ¹Coursework and module examinations that can be repeated an unlimited number of times which were graded with "fail" (5.0) for graded examinations or "fail" for ungraded examinations or are deemed to have been failed, can be repeated an unlimited number of times until the program deadlines in accordance with § 9.
- (5) ¹If the failed module examination consists of several components, only those components that were either graded with "fail" (5.0) for graded examinations or "fail" for ungraded examinations or are deemed to have been failed are to be repeated. The *specialized Master's examination regulations* may stipulate that all components must be repeated after both examination periods of a semester.
- (6) Students are only entitled to repeat an examination in the semesters in which the courses of the module are offered.
- (7) ¹§ 34(9) regulates repetitions of the Master's thesis.

§ 38 Announcement of examination results

¹All examination results will be announced to students individually immediately after they have been graded using an entry in the online portal (HohCampus) or in another suitable form. ²Students receive an email about the grade entry in the online portal (HohCampus) to the email address individually assigned to them by the university. ³If a grade is entered in the online portal (HohCampus), the examination result is deemed to have been announced four weeks after it was entered in the database.

§ 39 Right of inspection

- (1) ¹The departments must provide for one date to inspect the examinations, examination minutes for oral examinations, and evaluations for the Master's thesis within an appropriate period of time after notification of grades. ²The departments may offer several inspection dates in deviation from sentence 1. ³The examiner determines the time and place of the inspection.
- (2) ¹A request for individual inspection must be submitted within one month of the announcement of the examination result.
- (3) ¹§ 29 of the State Administrative Procedure Act (*Landesverwaltungsverfahrensgesetz*) remains unaffected by this.

§ 40 Passing and overall grade of the Master's degree

- (1) ¹The Master's program has been passed when all module examinations in the degree program including the Master's thesis have been passed with at least the grade "pass" (4.0) for graded examinations or "pass" for ungraded examinations in accordance with the provisions of the *specialized Master's examination regulations* and at least 120 ECTS credits have been obtained.
- (2) ¹The overall grade for the Master's degree is calculated using the average from all module grades that are relevant for the final grade including the grade for the Master's Thesis module, with all grades weighted according to the number of credits. ²Ungraded module examinations and work recognized without a grade are not considered when calculating the overall grade for the Master's degree. ³Only the first decimal place after the decimal point is included when calculating the overall grade; all other places are deleted without rounding.
- (3) ¹The overall grade of the Master's degree is awarded according to the following table:

Grade value (German system)	Grade in words
1.0–1.5	sehr gut / very good
1.6–2.5	gut / good
2.6–3.5	befriedigend / satisfactory
3.6–4.0	ausreichend / pass
- (4) ¹If the number of credits achieved in the compulsory, semi-elective, foundational, profile, advanced, specialization, focus, concentration, or elective modules exceeds the required 120 credits, the overall grade is calculated from all module grades of the modules required to be passed in accordance with the *specialized Master's examination regulations*. ²Other modules are not taken into account when calculating the overall grade. ³The chronological order of the module examinations determines which modules are taken into account. Any applicable regulations on module exchange in the *specialized Master's examination regulations* remain unaffected.

§ 41 Failing the Master's program

- (1) ¹The Master's program is failed if
 - a) one of the module examinations required in accordance with the provisions of the *specialized Master's examination regulations*, including the Master's thesis, has not been graded at least "pass" (4.0) for graded examinations or "pass" for ungraded examinations and there are no more possibilities to repeat the examination,

- b) an examination deadline according to these Examination Regulations is missed unless the student is not responsible for the reason the deadline was missed,
 - c) or if, in accordance with § 24, the student has been excluded from taking further module examinations or completing coursework in serious or repeated cases of cheating or disruption.
- (2) ¹If the Master's program is failed, the right to be examined expires. ²Students who have lost their right to be examined are exmatriculated according to § 62(3) no. 3 of the State Higher Education Act (LHG). ³They receive separate written notifications or electronic notifications, if electronic notifications are permitted, of the loss of their right to be examined and their exmatriculation, both of which include information on rights to appeal. ⁴Upon the student's request, they are issued a written certification that includes the completed module examinations with grades and shows that the right to be examined was lost.

8 FINAL DOCUMENTS

§ 42 Master's degree certificate and awarding the Master's degree

- (1) ¹After passing the Master's program, graduates are awarded a Master's degree certificate, bilingual in German and English, at the same time as the transcript of records. ²The Master's degree certificate has the same date as the transcript of records and carries the university seal.
- (2) ²The following details are regulated in the *specialized Master's examination regulations*:
 - a) the Master's degree awarded according to § 3,
 - b) the person who signs the degree, and
 - c) if applicable, further content on the completed degree program.
- (3) ¹When the Master's degree certificate is issued, the person has obtained the right to carry the title.

§ 43 Transcript of records and diploma supplement

- (1) ¹As a rule, the student will be issued with a transcript of records certifying the successful completion of the Master's degree within four weeks of submitting all supporting documents.
- (2) ¹The transcript of records is issued in German with a translation into English if the language of instruction and examination for the degree program is German or if it is German and English. ²If the language of instruction and examination is English, the transcript of records will be issued in English.
- (3) ¹The transcript of records contains the following information:
 - a) Name of the university and name of the faculty
 - b) Student's surname, first name, date of birth, place of birth, and country of birth
 - c) Name of the degree program and, if applicable, the major/focus/specialization
 - d) Names and grades of the successfully completed modules with the credits earned,
 - e) Modules that were recognized or credited are to be marked as such
 - f) Topic and grade of the Master's thesis with the credits earned
 - g) The overall grade of the Master's program with the total number of credits earned
 - h) The successfully completed additional modules including the module grades, unless the student objects to including them in the transcript
 - i) The date of the day on which the last examination was taken (certificate date) and
 - j) The University of Hohenheim's seal
- (4) ¹Unless otherwise stipulated in the *specialized Master's examination regulations*, the certificate must be signed by the responsible chairperson of the examination board.
- (5) ¹A grade distribution scale in accordance with the ECTS User's Guide is attached to the certificate, showing the statistical distribution of the overall grade in the form of a standard table. ²The grade distribution scale is calculated using all overall grades from students who passed that Master's degree program within the two academic years before the transcript was issued.
- (6) ¹The University of Hohenheim issues graduates with a diploma supplement in English together with the transcript of records. ²The diploma supplement includes:

- a) Surname, first name, date of birth
 - b) Information about the type and level of the degree
 - c) University of Hohenheim's status
 - d) Detailed information on the content and completion of the degree program
- (7) ¹The diploma supplement bears the same date and signature as the transcript of records; a copy of the signature is sufficient.

9 FINAL PROVISIONS

§ 44 Invalidity of the Master's degree, revocation of the academic degree

- (1) ¹If the student cheated on an examination or on coursework and this fact becomes known after the final transcript of records has been issued, the grades for the examination in which the student cheated may be corrected. ²The examiner decides on this after hearing the student. If appropriate, the module examination can be declared to have the grade "fail" (5.0), and the Master's degree as a whole can be declared to have been failed. ³In these cases, the examination board decides.
- (2) ¹If the requirements for admission to a module examination were not fulfilled but the student did not intentionally deceive about this fact, and if this is not discovered until after the transcript of records is issued, passing the examination remedies this problem. ²If the student intentionally deceived to gain admission to the examination, the module examination or the Master's thesis can be declared to have the grade "fail" (5.0) and the Master's degree as a whole can be declared to have been failed. ³The examiner decides on this after hearing the affected student.
- (3) ¹All incorrect transcripts of record must be withdrawn from the person concerned and new ones issued if necessary.
- (4) ¹If the examination as a whole is retroactively graded with "fail," the Master's degree that was awarded is revoked and the degree certificate issued must be returned to the university. ²The process for revoking the academic degree follows the respective legal provisions.

§ 45 Entry into Force

- (1) These Examination Regulations enter into force on the day after they have been published in the University of Hohenheim's Official Communications.
- (2) These Examination Regulations apply to all students starting with the winter semester 2024/2025.

Stuttgart, 23 July 2024

Prof. Dr. Stephan Dabbert
- President -